

Proposal Application Checklist

Attachment A

Applicant: _____ **RFP No.:** _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	Attachment C**	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	Attachment C**	X	
SPO-H-206B	Section 3, RFP	Attachment C**	X	
SPO-H-206C	Section 3, RFP	Attachment C**	X	
SPO-H-206D	Section 3, RFP	Attachment C**	X	
SPO-H-206E	Section 3, RFP	Attachment C**	X	
SPO-H-206F	Section 3, RFP	Attachment C**	X	
SPO-H-206G	Section 3, RFP			
SPO-H-206H	Section 3, RFP	Attachment C**	X	
SPO-H-206I	Section 3, RFP	Attachment C**	X	
SPO-H-206J	Section 3, RFP	Attachment C**	X	
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
SCSEP Budget Request Summary Supplement		Attachment C**	X	

*Refer to subsection 1.2, Website Reference for website address.

**Cost Proposal Forms are Program Specific with Modifications.

SPO-H (Rev. 8/2012)